

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.810 – HOSPITALITY FOR LIBRARY ACTIVITIES (revised 10/13/04)

The Adams County Public Library conducts and sponsors a variety of meetings and special events that may require library expenditures for facilities and meals or refreshments. These occasions may include district staff meetings, staff workshops, guest speaker presentations, staff appreciation dinners, trustee meetings, trustee recognition dinners, holiday celebrations, and library programs for the public.

Meetings and special events are generally held at one of the four locations of the Adams County Public Library. However, the executive director may consider the purpose, number of people attending, and nature of the occasion in selecting and expending funds for other suitable locations.

The library may expend funds for food, beverages, and gratuities for meals or refreshments appropriate to the occasion for all attendees, including guests. However, the library shall not provide nor pay for any alcoholic beverages under any circumstances.

Prior to meetings and events that require hospitality expenses, a Requisition Form must be submitted to the executive director for approval. The executive director shall exercise customary management discretion in determining reasonable hospitality costs for such events.

If there are good reasons for providing hospitality at library expense in circumstances other than those described above, advance approval from the executive director is required.